

**PROGRAM INFORMATION  
and  
APPLICATION INSTRUCTIONS**

**for the**

**STATE AGENCY AND LARGE STATE FACILITY WASTE DIVERSION  
AND RECYCLING GRANT PROGRAM**

**Available to:**

**STATE AGENCIES AND LARGE STATE FACILITIES**

**Public Education and Programs Implementation Branch**

**Fiscal Year 1999-2000**

**California Integrated Waste Management Board  
Diversion Planning and Local Assistance Division  
8800 Cal Center Drive  
Sacramento, CA 95826**

**Telephone: (916) 255-2385**

**June 2000**

## **Checklist for Submittal of Grant Application**

### **A complete grant application includes the following:**

- ☐ Grant Application Cover Sheet
- ☐ Table of Contents
- ☐ Project Description (Section III, page 7)
- ☐ Work Statement
- ☐ Budget Itemization
- ☐ Summary of Current and Previous Grant Awards
- ☐ Authorization Document
- ☐ One original and three copies of the application printed double-sided on 8½" x 11" recycled paper with all pages numbered consecutively. Copies must be free of distortion and easy to read.
- ☐ Application stapled in upper left-hand corner.

**Applications must be postmarked by Friday, August 11, 2000,  
or delivered by 4:00 p.m. on the above date to:**

**California Integrated Waste Management Board  
Financial Assistance Branch  
Grants Administration Unit - MS 14  
8800 Cal Center Drive  
Sacramento, CA 95826**

**NOTE:** Faxes, e-mails and late deliveries will **not** be accepted.

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# **STATE AGENCY AND LARGE STATE FACILITY WASTE DIVERSION AND RECYCLING GRANT PROGRAM FISCAL YEAR 1999-2000**

## **I. PROGRAM DESCRIPTION**

### **☐ BACKGROUND**

Public Resources Code (PRC) Sections 42921 (a) and (b) require state agencies and large state facilities to divert at least 25% of all solid waste generated by 2002 and divert at least 50% of the solid waste generated by 2004. State agency is defined in PRC Section 40196.3 as every state office, department, division, board, commission, or other agency of the State. Large state facility is defined in PRC Section 40148 as those campuses of the California State University, the California Community Colleges, prisons within the Department of Corrections, and facilities of the State Department of Transportation.

At the October 20, 1999 California Integrated Waste Management Board (CIWMB) meeting, the CIWMB approved a contract concept for \$500,000 to facilitate a grant program to assist in implementing and upgrading state agency and large state facility waste diversion programs. The grant funds could be used to purchase equipment and containers and other one-time purchases.

Eligible applicants may request up to \$25,000 per state agency or large state facility. State agencies submitting grant applications for multiple large facilities will be evaluated on a competitive basis. Due to limited funds, funding may be restricted to three grants per agency. The CIWMB reserves the right to fund individual phases of selected proposals, and may choose to fund an amount less than \$25,000.

### **☐ APPLICANT ELIGIBILITY**

All state agencies and large state facilities as defined in PRC Sections 40196.3 and 40148 respectively are eligible to receive State Agency and Large State Facility Waste Diversion and Recycling Grant Program funds.

### **☐ ELIGIBLE PROJECTS**

Eligible projects to be funded should propose waste prevention or diversion programs that increase the amounts of materials diverted from disposal by state agencies and large state facilities. Projects to be funded must be one-time purchases or uses and should provide state agencies and facilities with the necessary assistance to help them start up or improve their waste diversion program. As stated in the Notice of Funds Available, the funds could be used for the following items and projects:

1. Purchase of equipment that will help to divert waste and thereby increase the agency's or facility's waste diversion rate.
2. Purchase of recycling containers to facilitate the collection of recyclables.
3. Purchase of equipment that will be used to process recyclables or divert waste materials.
4. Development of pilot waste diversion programs or programs that can be a model for other State facility programs.

5. Development of educational programs that will improve waste diversion.
6. Development of cooperative programs between state agencies or facilities or between state agencies and local government that facilitate the diversion of waste.

## ☐ **INELIGIBLE PROJECTS**

Projects that would involve ongoing costs, such as salary for state employees will not be funded and projects where the item or equipment's sole purpose is not for use in the waste diversion program will not be funded. Maintenance of any equipment purchased will be the responsibility of the state entity receiving the grant.

## ☐ **PROGRAM MILESTONES**

June 30, 2000	Deadline to submit questions about application
July 14, 2000	Answers sent to applicants & posted on CIWMB web site
August 11, 2000 at 4:00 P.M.	Grant application due date and time
August 2000	Staff reviews/ranks applications
October 2000	CIWMB considers/approves awards
October 2000	Staff prepares Grant Agreements
October 2000	Grant Agreements executed
September 30, 2001	Project completion due date
October 31, 2001	Final report and payment request due

Please note that this is a tentative schedule and subject to change.

## ☐ **CONTACT**

For additional copies of the application package, or for additional information, contact James Cropper of the Public Education and Programs Implementation Branch at (916) 255-2365. The application may be downloaded from the CIWMB website at:  
<http://www.ciwmb.ca.gov/Grants/2000/>

## **II. APPLICATION PROCESS**

### ☐ **QUESTIONS AND ANSWERS**

Questions about the State Agency and Large State Facility Waste Diversion and Recycling Grant Program must be submitted by June 30, 2000 by e-mail to: [jcropper@ciwmb.ca.gov](mailto:jcropper@ciwmb.ca.gov) or in writing to:  
 CIWMB  
 State Agency and Large State Facility Waste Reduction and Recycling Grant Program  
 Diversion Planning and Local Assistance Division  
 8800 Cal Center Drive-MS 5  
 Sacramento, CA 95826  
 Attention: James Cropper

CIWMB staff will use the questions submitted to develop a question and answer sheet that will be distributed on July 14, 2000. Responses will also be posted July 14, 2000 on the CIWMB web page and mailed to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no project-specific questions will be answered.

## □ APPLICATION REVIEW

After the close of the application period, panels composed of CIWMB staff will review and score the grant applications. Staff will use these scores to rank the proposals and develop funding recommendations for the CIWMB's consideration during its monthly business meeting in October 2000 (tentative). All applicants will be notified of staff's recommendations by mail. Applicants selected for grant funding will receive instructions to initiate the grant process. In the event the CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate any additional conditions or changes in the final grant after consultation with the applicant. Proposals will be evaluated based on the following criteria. A minimum score of 70% is required for funding consideration.

## □ GRANT SCORING CRITERIA

Applications will be evaluated by the following Review Criteria adopted by the CIWMB for this grant program.

### **GENERAL REVIEW CRITERIA (100 points total)**

1. **NEED- (25 Points)** Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project. For example, proposal:
  - Provides convincing reasons why the project should be funded;
  - Addresses identified gap in service availability or current unmet need;
  - Describes and documents the problem;
  - Supports the existence of the problem with surveys, studies
  - Adequately describes any health and safety threats or environmental concerns;
  - Describes past grants received from CIWMB and relationship to current proposal.
2. **OBJECTIVES-(15 Points)** Work statement and grant narrative are sufficiently detailed to determine that the project:
  - Is based on the identified need described in the narrative;
  - Describes specific and measurable goals and objectives;
  - Demonstrates that objectives can be achieved within indicated time frame.
3. **METHODOLOGY- (20 Points)** Grant proposal describes by task the activities to be undertaken to achieve the objectives. For example, proposal:
  - Describes why the proposed activities are the best way to address the identified need;
  - Describes in detail how the objectives will be met with available time and resources;
  - Identifies staffing required to carry out the proposed project;
  - Describes involvement of cooperating organizations;
  - Presents a specific plan for future funding, if applicable.

4. **EVALUATION- (10 Points)** Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. For example, proposal:
  - Includes both process and outcome evaluation;
  - Describes a method for evaluating and modifying methods during project implementation;
  - Describes clearly the criteria for determining success;
  - States who will be responsible for the evaluation;
  - Explains any statistical test or questionnaires to be used;
  - Describes any evaluation reports to be produced.
  
5. **BUDGET- (15 Points)** Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes. For example,
  - Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable;
  - Quotes, estimates, or other documentation to support the costs claimed are provided;
  - All program tasks described in the Work Statement and narrative are itemized in the budget;
  - Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.;
  - Budget items for miscellaneous, contingency, or managerial costs are clearly described and kept to a minimum.
  
6. **COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE - (15 Points)**  
 Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs, to carry out the proposed project. For example, proposal:
  - Includes letters of support for the project;
  - Addresses ability of the applicant to coordinate contracted activities, if applicable;
  - Includes resumes, endorsements, references, etc.
  -

**PREFERENCE CRITERIA (40 points total)**

7. **(15 Points)** Provide evidence of a green procurement policy. The policy should require the State agency or large State facility to use recycled content products or reusable products, or implement other waste reduction measures where appropriate and feasible (e.g. using re-refined oil in the local vehicle fleet). Satisfactory completion of the Sample Green Procurement Verification Form on page 20 and the Sample Re-Refined Oil Purchasing Policy Verification Form on Page 21 will satisfy this requirement.
  
8. **(5 Points)** Applicant demonstrates that the funds will be used to implement the

agencies' Integrated Waste Management Plan (IWMP) and to implement and improve its waste diversion program.

9. **(5 Points)** Applicant provides the amount of materials that will be diverted through the use of the funds.
10. **(5 Points)** Applicant provides the location(s) where the funds will be used.
11. **(10 Points)** Application provides evidence that the applicant will provide some type of matching funds

### III. APPLICATION INSTRUCTIONS

The application process consists of submitting a State Agency and Large State Facility Waste Diversion and Recycling Grant Program application as described in this section and includes submission of a project description, completion of the forms on pages 12, 13, 14, and 15 and submission of the appropriate authorization documents. Given the competitive nature of the State Agency and Large State Facility Waste Diversion and Recycling Grant Program, satisfactory completion of this section will be critical to the application's overall evaluation. All application materials will become the property of the CIWMB. A State Agency and Large State Facility Waste Diversion and Recycling Grant Program application **must**:

- ☐ include an original and three copies of the entire application package;
- ☐ have a Table of Contents;
- ☐ provide forms and information in the order listed below;
- ☐ have all pages numbered consecutively, including attachments;
- ☐ be double sided on 8 ½" X 11" recycled paper; and,
- ☐ be stapled in the upper left-hand corner.

#### A. APPLICATION COVER SHEET (CIWMB Form #211)

The following instructions apply to the Application Cover Sheet that must include the following:

**Applicant information** - List applicant, address, primary contact, telephone and fax numbers, etc.

**Applicant Type** - Circle applicant type.

**Funding Information** - Specify the grant funds requested from the CIWMB, the amount of matching funds committed to the project, and the total project cost.

**Project Summary** - Briefly describe the highlights of the proposed project in the space provided.

**Applicant's Certification** - By signing, the applicant is certifying that all application materials and supplemental information submitted are true and correct. The person signing this application must be the individual given signature authority in the authorization document.

**Legislative Districts** - List of State Legislative District (numbers) encompassed by the project. (California entities only)



## B. PROJECT DESCRIPTION

Provide a detailed narrative description of the proposed project and address the items listed below.

1. A discussion of the proposed project's need, goals and objectives and how they will satisfy the scoring criteria listed on pages 4-6.
2. Provide an operational plan explaining how the project will be conducted. Discuss each task and timeframe for completion. Estimate the amount of materials to be diverted from disposal per year.
3. If applicable, describe public education and awareness efforts that will be utilized to inform the employees about the project.
4. If applicable, describe any cooperative efforts regarding implementation of the project with other public agencies, private entities or non-profit organizations. Letters of support should be submitted demonstrating the applicant's cooperative efforts.
5. Provide a statement of qualifications of management personnel for the project, detailing their qualifications and experience. This element should demonstrate that the applicant has the required experience or knowledge. Include the above information as it pertains to subcontractors.

## C. WORK STATEMENT

The Work Statement must list all tasks described in the narrative that are necessary to complete the proposed project.

**Description of Task(s)** - describe the proposed activity to be conducted within the project.

**Budget** - the amount of funds necessary to complete the task and the source of the funds.

**Product or Results** - the finished product, milestone, or goal of the task.

**Staff/Contractor** - the person(s) who will be responsible for implementing the task.

**Time Period** - the number of months required to implement each task.

Major tasks should be broken into subtasks. For example, if the proposed project involves hiring a contractor, the Work Statement might list the following subtasks: 1) preparation of a request for proposal or bid, 2) in-house review process, 3) proposal/bid sent to businesses, 4) preparation of contract, and 5) announce award of contract. The work statement form attached to this document may be adapted to each applicant's computer software, or reproduced as necessary.

## D. BUDGET ITEMIZATION

Provide a thorough itemization of funds requested. Applicants are encouraged to indicate what items of the grant request should have funding priority if only a portion of the grant request can be funded. All items described in the narrative project description and work statement must be itemized

for each task.

Clearly itemize all expenses to demonstrate that the budget is realistic for the project proposed and that the project will be conducted in the most cost-effective manner. **Only reasonable costs that will be incurred during the grant agreement term are eligible for grant funding. Applicants should carefully check the accuracy of all budget itemization totals.**

Following are brief descriptions for the information needed to complete the budget itemization:

**Materials/Supplies** - This category covers raw materials (feedstock), advertising materials, and includes items such as printed materials and advertising costs.

**Equipment** - Enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. Provide estimates whenever possible.

**Services/Contracts** - Includes contracts with businesses for engineering and/or other purchased services.

**Other costs** - Costs not included in the above categories and not listed as ineligible below.

If the project has more than three (3) tasks, please reproduce the form and fill in the appropriate task numbers.

**Ineligible Costs** – May include, but are not limited to:

1. Overhead expenses such as costs for rental/lease of space, utilities, copying, office supplies and other miscellaneous costs incurred in operating a project.
2. Costs for obtaining necessary permits and licenses.
3. Costs of patent searches and obtaining patents.

## **E. SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS**

Please provide the information requested for current and previous grants.

**Type of Grant** - List current and previous CIWMB grants and grants from other funding sources (federal, state, private) that your agency/facility has received in the last five years. If your agency/facility has never received a grant, enter "none".

**Source of Grant** - List the source of the grant (e.g., Federal EPA, DOD, DOE, State of California, Private Foundation, etc).

**Grant Award Amount** - List the dollar amount your program was awarded. Do not list what you requested.

**Brief Program Description** - Give a 1-2-sentence summary of each grant program(s).

**Audit** – Has your grant(s) ever been audited by the CIWMB or other funding agencies? If yes,

give the date and auditing agency.

## **F. AUTHORIZATION DOCUMENT**

The grant application package must include an authorization document from the applicant's governing body authorizing submittal of an application for State Agency and Large State Facility Waste Diversion and Recycling Grant Programs and identifying the title of the individual authorized to execute any agreements, contracts, and requests for payment (see authorization document).

## **IV. GRANT ADMINISTRATION**

### ☐ **GRANT AGREEMENT**

Following the CIWMB's approval of the grant awards at the October 2000 (tentative), CIWMB monthly business meeting, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. These documents along with the applicant's Work Statement and Budget Itemization will comprise the grant agreement. The signature authority designated by authorization document will be required to sign the Grant Form and return it to the CIWMB. Grants must be executed and returned within 90 days from the date of the CIWMB's mailing of the agreement package. Failure to return the executed agreement within 90 days may result in revocation of the grant award.

### ☐ **PAYMENT OF GRANT FUNDS**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicant's approved Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.).

CIWMB will withhold 10% of each payment request until satisfactory completion of the project and submission and approval of grantee's final report and payment request.

### ☐ **REPORTING REQUIREMENTS AND GRANT CLOSING**

Grantees must submit quarterly progress reports. The format for these reports will be described in the Administrative Procedures and Requirements. The CIWMB Grant Manager may request additional reporting from a grantee and has the authority to immediately suspend or terminate the agreement if progress is unsatisfactory.

At the end of the grant term, the state agency or large state facility must submit a final report. The format for the final report will be described in the Administrative Procedures and Requirements. The final payment, including the 10% that was withheld, will not be released until the final report is received and approved by the CIWMB Grant Manager.

### ☐ **CONFIDENTIALITY/PUBLIC RECORDS**

Any information submitted to the CIWMB may be subject to disclosure under the Public Records Act.

Public Resources Code (PRC) Section 40062 allows the CIWMB to protect qualifying confidential information from disclosure. Applicants must identify in their application those portions that they believe are subject to protection as confidential information. If a public records request involves information deemed confidential by the applicant, the CIWMB will determine if the information is confidential. If the CIWMB does not agree with the applicant's claim for confidentiality, the CIWMB will give the applicant 30 days to justify its claim before releasing the information.

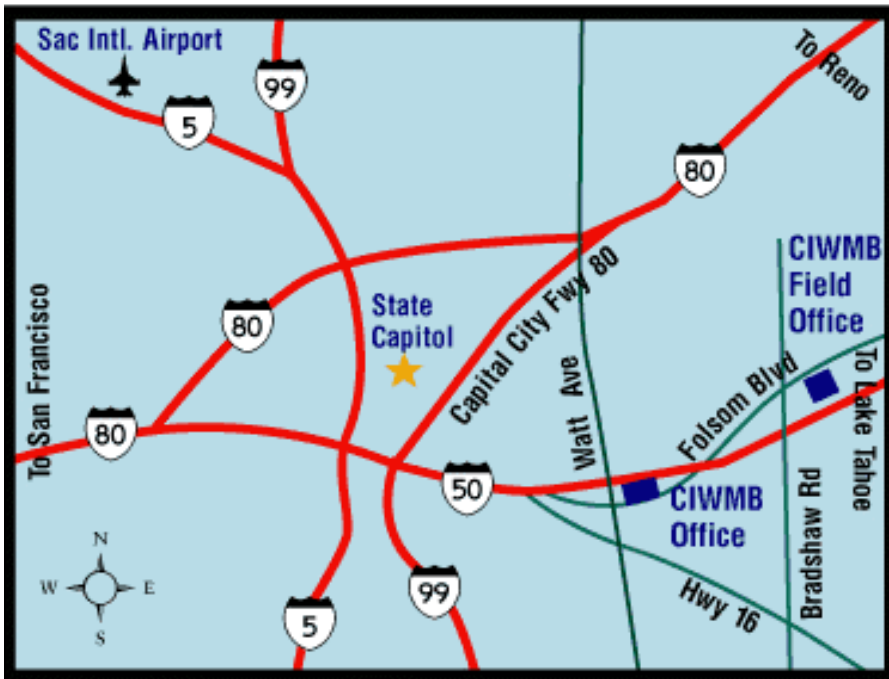
#### ☐ **AUDIT REQUIREMENTS**

The grantee agrees that the CIWMB, the State Controller's Office, the State Auditor General's Office, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

#### ☐ **APPLICATION DEADLINE**

Applicants must submit an **original and three copies** of the complete application to the address below. Applications may be mailed or hand-delivered to the CIWMB's Sacramento office. Mailed applications must be postmarked by Friday, August 11, 2000. Hand-delivered applications must be received by 4:00 p.m. on August 11, 2000. Applications delivered after 4:00 p.m. or postmarked after the above deadline will be returned to the applicant and will not be considered for funding. It is the applicant's responsibility to ensure that the application is delivered or postmarked on time. **Applications submitted using facsimile or e-mail will not be accepted. Early application submittal is encouraged.** Please submit the application to:

California Integrated Waste Management Board  
Financial Assistance Branch  
Grants Administration Unit - MS 14  
8800 Cal Center Drive  
Sacramento, CA 95826



### How to get to the CIWMB Office

1. From downtown (and points west), take Hwy 50 (Tahoe), 99 (Fresno), 80 (Reno). Highways 99 and 80 will split off from Hwy 50 and go south and north respectively. Merge left and follow signs for Hwy 50 to Placerville and South Lake Tahoe.
2. From the north, take I-5 to downtown then follow above directions.
3. From the south, take I-5 or Hwy 99 to Hwy 50 and follow directions below.
4. From the east, take I-80 to Hwy 50 then follow directions below or take Hwy 50 to Watt Ave.
5. Exit Watt Ave. South. Once on Watt, merge immediately to the left-turn lane (be careful!).
6. At the first light, turn left onto Folsom Blvd.
7. At the first light, turn left onto Manlove.
8. Turn left at the second Cal Center Dr. sign (past the empty field).
9. Turn right into first entrance and park (free). The Board receptionist is located on the third floor of the 8800 building.
10. Take the elevator to the third floor and go through the double doors straight ahead to the Board receptionist, or pick up the white phone in the first floor lobby near the west doors.

APPLICANT INFORMATION		
Applicant		
Mailing Address		
City/County/Zip Code		
Primary Contact - Name/Title		
Telephone Number	Fax Number	
Legislative District Numbers	Assembly:	Senate:
Applicant Type:(circle one)	Funding Information:	
State Agency	Grant Funds Requested	\$
Large State facility	Matching Funds	\$
Other_____	Total Project Cost	\$

Project Summary (A concise summary: Who; What; When; Where; How, and; Why)

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Certification: I declare, under penalty of perjury, that all information submitted for the CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Applicant - Authorized Signature	Date
Type or print name and title	

**STATE AGENCY AND LARGE STATE FACILITY WASTE DIVERSION AND RECYCLING GRANT PROGRAM**  
**Work Statement**

Grant Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant	Match			

**STATE AGENCY AND LARGE STATE FACILITY WASTE DIVERSION AND RECYCLING GRANT PROGRAM**  
**Budget Itemization**

Task #	Category	Expenditure Details	Grant Funds	Match Funds	Total Funds
	personnel (# people/rate)	(   /   ) (   /   )	\$	\$	\$
	personnel (# people/rate)	(   /   ) (   /   )	\$	\$	\$
	Materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	<b>TOTAL</b>		\$	\$	\$
	personnel (# people/rate)	(   /   ) (   /   )	\$	\$	\$
	personnel (# people/rate)	(   /   ) (   /   )	\$	\$	\$
	Materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	<b>TOTAL</b>		\$	\$	\$
	personnel (# people/rate)	(   /   ) (   /   )	\$	\$	\$
	personnel (# people/rate)	(   /   ) (   /   )	\$	\$	\$
	Materials/supplies		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	<b>TOTAL</b>		\$	\$	\$
<b>TOTAL GRANT FUNDS</b>			\$		
<b>TOTAL MATCH FUNDS</b>				\$	
<b>TOTAL PROJECT FUNDS</b>					\$



**STATE AGENCY AND LARGE STATE FACILITY WASTE DIVERSION AND RECYCLING GRANT PROGRAM**  
**Summary of Current and Previous Grant Awards (Federal, State, Private)**

Type of Grant	Source of Grant	Agreement Number	Grant Award \$	Project/Program/Summary (1-2 Sentences)	Audit? (date/agency )

## **Sample Authorization Document**

[Letterhead – Should include applicant's address]

Date

California Integrated Waste Mgmt Board  
Public Education and Program Implementation Branch  
8800 Cal Center Drive, MS#5  
Sacramento, California 95826

To Whom It May Concern:

Enclosed is an application for \$ (amount) for the 1999-2000 State Agency and Large State Facility Waste Diversion and Recycling Grant Program.

By submitting this application for the 1999-2000 State Agency and Large State Facility Waste Diversion and Recycling Grant Program, I am making a commitment to complete the proposed project as described in the enclosed application. I certify that this document and all attachments were prepared under my direction, and hereby certify under the penalty of perjury that the information submitted is true and accurate to the best of my knowledge and belief.

I have authority to execute a binding agreement on behalf of (name of Agency/Facility). In addition to myself, I authorize the following individual to sign payment requests and other official correspondence relating to this project:

Name & Title  
Agency Name  
Mailing Address  
City, State, Zip Code  
Telephone Number

Sincerely,

John Doe  
Title  
Agency

STATE OF CALIFORNIA  
**GRANT PAYMENT REQUEST**  
CIWMB 87 (rev. 12/95)

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

**SEE INSTRUCTIONS ON BACK**

1. GRANTEE'S NAME (AS APPEARS ON GRANT AGREEMENT)	2. GRANTEE'S INVOICE NUMBER	3. GRANT NUMBER ASSIGNED BY CIWMB
4. TYPE OF PAYMENT (Attach itemization and documentation) <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> ADVANCE <input type="checkbox"/> FINAL	5. PAYMENT REQUEST NUMBER	6. AMOUNT REQUESTED \$

7. **SEND WARRANT TO:**  
AGENCY / FACILITY NAME

AGENCY / FACILITY CONTACT

AGENCY / FACILITY MAILING ADDRESS (INCLUDE STREET, CITY, STATE, ZIP CODE)

**CERTIFICATION**

8. *I certify that the above information is correct and that all funds received have been or will be expended in accordance with the approved agreement for California Integrated Waste Management Board grant funding.*

SIGNATURE OF PERSON AUTHORIZED BY AUTHORIZATION DOCUMENT

DATE SIGNED



NAME OF PERSON SIGNING AND TITLE (TYPE OR PRINT)

**TO BE COMPLETED BY CIWMB STAFF ONLY**

9. AMOUNT OF PAYMENT REQUESTED	\$
10. LESS WITHHOLD (IF APPLICABLE AND AUTHORIZED IN GRANT AGREEMENT)	\$
11. OTHER	\$
	\$
	\$
12. AMOUNT AUTHORIZED FOR PAYMENT	\$
13. COMMENTS	14. DATE RECEIVED
15. CIWMB PROJECT MANAGER APPROVAL 	DATE APPROVED
16. CIWMB GRANT PROGRAM MANAGER APPROVAL 	DATE APPROVED

## INSTRUCTIONS FOR COMPLETING FORM

1. **GRANTEE'S NAME:** Agency or facility as it appears on the grant agreement.
2. **GRANTEE'S INVOICE NUMBER:** Number assigned to payment request form by the Grantee (optional).
3. **GRANT NUMBER ASSIGNED BY CIWMB:** Grant contract number assigned by the CIWMB as it appears on the top right hand corner of the grant agreement.
4. **TYPE OF PAYMENT:** Check "reimbursement" if this is a regular payment request; check "advance" only if advance payment request is accompanied by a letter justifying the request (the advance payment request must be approved by the CIWMB Program Manager); check "final" when all tasks have been completed.
5. **PAYMENT REQUEST NUMBER:** Begin with the number 1 on your first request for funds and number all subsequent requests consecutively.
6. **AMOUNT REQUESTED:** Amount that is being requested for payment.
7. **SEND WARRANT TO:** Agency or facility name as it appears on the grant agreement. Subsequent lines are for the contact person's name and mailing address.
8. **CERTIFICATION:** Signature of the person authorized in the Letter of Authorization included with the Grantee's application. Please also type or print this person's name, title and date of signature.

**Please mail this form with supporting documents (if applicable) to:**

CIWMB  
State Agency and Large State Facility Waste Reduction and Recycling Grant Program  
Diversion Planning and Local Assistance Division  
8800 Cal Center Drive-MS #5  
Sacramento, CA 95826

Attention: James Cropper

### ***The following items will be completed by CIWMB staff:***

AMOUNT OF PAYMENT REQUESTED: Amount of this payment request.

LESS WITHHOLD: Withhold amount authorized in the grant agreement. The CIWMB Project Manager will calculate any withhold based on the amount of the payment.

OTHER: Miscellaneous additions or deductions as determined by the CIWMB Project Manager.

AMOUNT AUTHORIZED FOR PAYMENT: Amount authorized by the CIWMB Project Manager for reimbursement on this payment request.

COMMENTS: CIWMB Project Manager's explanation of the miscellaneous additions or deductions of this payment request, as well as other comments related to this payment request.

DATE RECEIVED: Date payment request received by the CIWMB.

CIWMB PROJECT MANAGER APPROVAL: Signature and date of the CIWMB Project Manager's approval of this payment request.

CIWMB GRANT PROGRAM MANAGER APPROVAL: Signature and date of the CIWMB Grant Program Manager's approval of this payment request.

## Sample Only – Do Not Submit

STATE OF CALIFORNIA - ENVIRONMENTAL PROTECTION AGENCY

CALIFORNIA INTEGRATED WASTE MANAGEMENT

### GRANT AGREEMENT

CIWMB110 (NEW 10/96)

		GRANT NUMBER
NAME OF GRANT PROGRAM		
GRANT RECIPIENT'S NAME		
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER	TOTAL GRANT AMOUNT NOT TO EXCEED	
TERM OF GRANT AGREEMENT		
FROM:	TO:	

THIS AGREEMENT is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by the State of California, acting through the Executive Director of the California Integrated Waste Management Board (the "State") and \_\_\_\_\_ (the "Grantee"). The State and the Grantee, in mutual consideration of the promises made herein, agree as follows:  
 The Grantee agrees to perform the work described in the Work Statement attached hereto according to the Budget attached hereto as  
 The Grantee further agrees to abide by the provisions of the following attachments:

- Terms and Conditions
- Administrative Procedures and Requirements
- Project Completion Schedule

The State agrees to fund work done by the Grantee in accordance with this Agreement up to the Total Grant Amount Not to Exceed specified herein.  
 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates entered below.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD		GRANTEE'S NAME (PRINT OR TYPE)	
SIGNATURE		GRANTEE'S SIGNATURE	
Ralph E. Chandler, Executive Director	DATE	TITLE (Authorized representative )	DATE
		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE)	
<b>CERTIFICATION OF FUNDING</b>			
AMOUNT ENCUMBERED BY THIS AGREEMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	(OPTIONAL USE)		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM	CHAPTER	STATUTE
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	

## Recycled Content Purchasing Policy (Sample Green Procurement Verification Form)

**Definition:** A policy of an agency specifically to purchase recycled-content products instead of non-recycled products whenever price, quality and availability are comparable.

Green Procurement Policy Adopted: Yes ☐ Date Policy was adopted: \_\_\_\_\_  
No ☐

**(Stop here if you do not have a Green Procurement Policy.)**

Describe your Green Procurement Policy:

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Check the boxes that correspond with the types of recycled products you have previously purchased:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Office paper supplies           | <input type="checkbox"/> Janitorial paper products | <input type="checkbox"/> Others, please list |
| <input type="checkbox"/> Shipping boxes                  | <input type="checkbox"/> Toner cartridges          | _____  |
| <input type="checkbox"/> Construction/building materials | <input type="checkbox"/> Floor coverings           | _____  |
| <input type="checkbox"/> Re-tread tires                  | <input type="checkbox"/> Compost/Mulch             | _____  |

(1 Point)

Evaluate your Green Procurement Policy. 1. What aspects have been successfully implemented?  
2. What areas need improvement?

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## Re-Refined Oil Purchasing Policy Verification Form

**Definition:** A policy of an agency as provided by the Public Contract Code specifically to purchase and use re-refined oil in agency vehicles and equipment.

**Instructions:** This form is part of the Grant Application.

Name of Applicant: \_\_\_\_\_

Re-Refined Oil Policy Adopted: Yes ☐ Date Policy was adopted: \_\_\_\_\_  
No ☐

**(Stop here if you do not have a Re-Refined Oil Policy.)**

Briefly describe your Re-Refined Oil Policy. List types of vehicles or equipment in your agency that use re-refined oil.

[illegible]

Briefly evaluate your agency's Re-Refined Oil Policy. 1. What aspects have been successfully implemented?  
2. What areas need improvement?

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Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_